

COMMUNITY CARE LICENSING DIVISION

*"Promoting Healthy, Safe and
Supportive Community Care"*

TECHNICAL SUPPORT PROGRAM

Self-Assessment Guide RESIDENTIAL CARE FACILITY FOR THE ELDERLY STAFF RECORDS



CDSS

CALIFORNIA
DEPARTMENT OF
SOCIAL SERVICES

TECHNICAL SUPPORT PROGRAM RESIDENTIAL CARE FOR THE ELDERLY STAFF RECORDS

This tool is designed to assist facility operators to perform periodic self-assessments of their staff records. It includes the most commonly required staff records. It is not an exhaustive list of all staff records. ***It cannot be used as a substitute for having a good working knowledge of all records required by regulation.*** Be sure that all documents are signed and complete. It is recommended that each box and/or space is marked to demonstrate that the entire form has been reviewed.

R = Reviewed

U = Updated

N/A = Not Applicable

Staff Name: _____ Position: _____

Review Date								Expires/ Updates Due
-------------	--	--	--	--	--	--	--	-------------------------

Personnel Record LIC 501								
Health Screening/TB Test LIC 503								
40-Hour Administrator's Certificate								
Criminal Record Statement LIC 508								
First Aid Card								
Verification of Education/Experience								
Fingerprint Clearance (DOJ/FBI)								
Driver's License or DMV Printout								
Documentation of Training								
Abuse Training								
Abuse Reporting Requirements Form SOC 341A								

Personnel Record (LIC 501)

Due Date: Prior to employment.

Updates Due: None

Health Screening and TB Test (LIC 503)

Due Date: Within 7 days of employment.

Updates Due: When there is a change in employee health that affects his/her ability to perform duties.

40-Hour Administrator's Certificate

Due Date: Prior to becoming an administrator.

Updates Due: Renewed before certificate expires.

Criminal Record Statement (LIC 508)

Due Date: Prior to employment, residence or initial presence in the facility for all persons 18 years of age or older.

Updates Due: Licensing office must be notified within 48 hours of any arrest, conviction or violation of parole or probation for any person with a clearance or exemption.

First Aid Card

Due Date: Prior to employment.

Updates Due: Expiration date on card.

Verification of Education/Experience

Due Date: Prior to employment.

Updates Due: None

Fingerprint (DOJ/FBI) Clearance

Due Date: Clearance must be received prior to employment, residence or initial presence in the facility for all persons, other than clients, 18 years of age or older.

Updates Due: None

Driver's License or DMV Printout

Due Date: Prior to transporting clients.

Updates Due: When license expires.

Documentation of Training

Due Date: Upon completion of training.

Updates Due: When new training is received.

Abuse Training

Due Date: Within 60 days of employment.

Updates Due: None

Abuse Reporting Requirements Form (SOC 341A)

Due Date: At time of employment.

Updates Due: None